

Training
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DD/S

57-3080

127 SEP 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Withdrawal of Office of Personnel Employees from
Clerical Training Courses

1. This memorandum is for your information. Particular attention is invited to paragraph 4.

2. At your Tuesday morning roundup on 17 September 1957, it was mentioned that the Office of Personnel had withdrawn its employees from clerical training courses because of the inconvenient location of the classes. You requested information as to the circumstances.

3. The cases in point involved employees who had been tentatively scheduled by the Chief, Records and Services Division, for training which, although it would enhance the individuals' general qualifications, was not essential to their present assignments. The group included file clerks who were interested in the English Usage course and typing and a stenographer who wanted to improve her shorthand speed. When it was learned that their participation in these courses would require about three hours absence from duty each day, it was felt that the services of the entire group simply could not be spared for this length of time at that time.

4. These employees are being rescheduled for the desired training over a longer span of time than was originally planned.

STATINTL

/s/ Gordon M. Stewart

STATINTL

Gordon M. Stewart
Director of Personnel

OD/Pers [REDACTED] bbb (26 Sep 57)

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